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LANSING MUNICIPAL CEMETERIES



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1. INTRODUCTION:

The City of Lansing, State of Michigan, through its Parks and Recreation Department, administers the affairs of three municipal cemeteries; Evergreen, North and Mt. Hope. The Parks and Recreation Department, upon advice from the Park Board, has established rules and regulations, and the City Council has adopted ordinances which in their opinion will afford maximum protection to the burial rights holders and best insure and preserve the beauty, orderly development and care of the cemeteries. The City reserves the right to make such changes or alterations of the rules and regulations as may from time to time seem necessary. **CHECK WITH THE CEMETERY OFFICE FOR RECENT CHANGES.** The rules contained herein are subject to any and all ordinances of the City, now or hereafter placed in effect.

2. DEDICATION:

The cemetery grounds are dedicated to the proper burial and repose of the human dead.

3. PURPOSE:

It is the City of Lansing's purpose to provide the public with a well-maintained cemetery, and for the perpetual care of city cemetery property.

4. DEFINITION OF BURIAL RIGHTS:

The term BURIAL RIGHTS shall be construed to mean the holder of the "burial rights" for a specific site. Such rights are limited to a burial privilege or the right to assign that privilege to a second party by recognized descent or devise from the original holder where same is placed on record with the City. Holdership is evidenced by the "Burial Rights Certificate" issued upon purchase.

5. CEMETERY DESIGN:

Cemetery sections, contiguous sites, gravesites, walkways, and roads are established by plan. This provides proper access for the public and for efficient cemetery operation and grounds maintenance, as well as insuring that proper records may be kept. All sites are surveyed and identified before burial rights privileges are granted.

The City reserves the right to perform all work for the care and upkeep of all cemetery grounds.

No objects other than monuments, markers, shrubs, annual flower beds and in ground vases for cut flowers will be permitted upon any gravesite and then only in conformity with the rules and regulations herein set forth.

6. PURCHASE OF BURIAL RIGHTS:

Single burial rights may be purchased outright for cash, check, Discover, MasterCard & Visa. If multiple single contiguous gravesites are desired, at least one gravesite must be purchased, and the balance of the contiguous single gravesites may be put on a sixty (60) day "hold." Two and three grave monument sites must be purchased in total at one time.

7. CONTRACT PURCHASE:

Religious, fraternal and other organizations may wish to purchase multiple burial rights on a time payment basis. This is provided for by a "Contract Purchase." Terms are

identified on an individual sales agreement, and require a down payment equal to one-fourth of the contract price. The City reserves the right to prohibit a burial and/or the placement of any memorial on any space upon which an installment is due and unpaid, or upon which there are other unpaid debts to the City.

8. TRANSFER, ASSIGNMENT OR RELINQUISHMENT:

Possession of a Burial Rights Certificate is not in itself sufficient evidence to change holdership. Burial rights holders may assign, relinquish, or transfer their rights only by written affidavits which must be accepted at the Cemetery Office.

Should the holder die without having designated an individual(s) to be buried on the balance of any gravesite(s), the City will permit the burial of heirs as designated by court proceeding and/or declaration. Burial rights holders should either designate the individual(s) to be buried on the gravesites at the time of purchase, or by assignment at a later date, or in their Last Will and Testament. No burial shall be allowed unless the cemetery has a record that the deceased has a right to the designated burial site.

9. JOINT HOLDERSHIP:

The City advises that heirship to cemetery burial rights follows heir lines unless otherwise provided by will or legal transfer, and refuses any responsibility for disagreement arising from or as result of divided holdership or declaration. In case of partnership or divided holdership, a burial order from either or any of the recorded holders, their heirs or their agent will be accepted unless (1) the original holders have designated and have had recorded in the cemetery record those whom they wish to be buried, or whom they wish not to be buried on the site, or (2) unless written objection is made to the City prior to such burial.

10. PERPETUAL CARE:

The purchase of every burial right includes Perpetual Care and such care is made a part and condition of each sale. Perpetual Care shall consist of mowing, re-seeding, and leveling of sunken graves at reasonable intervals and periodic inspection for irregularities by agents of the City.

Perpetual Care does not include the repair, maintenance or replacement of any items or objects placed on or in cemetery grounds. Perpetual Care as outlined above will provide the essential requirements of a well kept cemetery, protection of the burial grounds and care forever without further expense to the burial rights holder.

11. PERPETUAL CARE TRUST FUND:

A portion of the sale price of each burial right is deposited in the Cemetery Perpetual Care Trust Fund of the City. The interest income from these investments will be used for cemetery maintenance.

12. SPECIAL CARE:

The City does not accept requests for Special Care (planting of flower beds or bulbs, placing of wreaths, cleaning of markers, etc.). Special care is accomplished by the burial rights holder and all work shall be done in accordance with established cemetery rules set herein.

13. SHRUBS, EVERGREENS, CUT FLOWERS AND FLOWER BEDS:

A total landscape plan developed by the City provides for the greatest aesthetic value and efficiency in maintenance for all cemetery grounds. All plantings must conform to the specifications of the City planting permit. PERMITS ARE NOT REQUIRED FOR ANNUAL FLOWER BED PLANTINGS. For best results, planting of dwarf shrubs and/or dwarf evergreens should take place prior to Memorial Day or after Labor Day. Permits are required and should be obtained prior to the purchase of plant material. A list of approved species is available at the Cemetery Office.

Annual flower beds are permitted from April 15 - Oct 1 and shall be located directly in front of and adjacent to a monument or to the rear of a marker and shall extend not more than eight inches from the base of a monument or marker. (SEE DIAGRAM AT BACK OF BOOK) Flower pots are not allowed and will be removed and discarded. Cut flowers may be placed in an in-ground vase placed in those areas designated by the City. NO PERENNIAL FLOWERS, EDGING OR DECORATIVE STONES ARE PERMITTED.

Wreaths may be placed in the same position as cut flowers, but are permitted only from November 1 to April 1.

The City will remove without notice any plants, shrubs, evergreens or objects placed without prior approval or in violation of the rules of the City of Lansing including overgrown or unsightly plantings.

The trimming, pruning or removing of any branch or bloom from any City planting in the cemetery is strictly prohibited.

14. URNS AND VASES:

A receptacle for cut flowers is permitted if installed in the ground adjacent to marker or monument. The use of glass jars or other unapproved receptacles for cut flowers is strictly prohibited and such items will be removed.

The placement of urns on cemetery grounds is not allowed. Those urns existing prior to August, 1978 will be permitted to remain provided the urn is used in place of a monument or marker on sites 200 square feet or more in area, and provided it is properly maintained and planted by June 30th of each succeeding year. If the urn does not conform by that date it will be removed and discarded. Replacement of urns will not be permitted.

15. ARTIFICIAL FLOWERS & SOLAR LIGHTS:

Artificial flowers, wreaths, grave blankets and solar lights are permitted on cemetery sites from November 1 to April 1, and if not removed by April 1, the City reserves the right of removal. These must be placed adjacent to the monument or marker or in authorized urns, and should be well secured. See #13 for placement.

16. FLAGS:

Flags when used shall be placed in the planting area adjacent to the marker or in the position of a marker if such is not in place (see diagram). The City of Lansing will furnish a suitable flag for the grave of every United States Military Service personnel for the memorial purpose of marking and designating each grave for Memorial Day.

17. PROHIBITED ATTACHMENTS AND FURNISHINGS:

Hanging baskets, wire baskets, glass covered or wood boxes, chairs, settees, benches, windsocks, chimes, birdfeeders, birdhouses, etc. are not permitted.

18. MONUMENT LOCATION:

(permit required) A monument shall be defined as any memorial structure erected upon a site other than a marker. A monument shall be an upright structure of not less than two (2) feet or more than six (6) feet in height. One monument shall be allowed on a burial rights space providing the site is 200 square feet or more, or a designated two or three grave monument lot. Monuments shall not cover more than 6 percent total of burial rights area nor shall the base front exceed 40 percent of the total burial rights width. (A burial rights space may exceed 200 square feet in area.)

Monuments must be set on the centerline but equidistant from the side lines, unless otherwise approved by the City.

On the standard sized contiguous burial rights site (12 1/2 feet x 16 feet) the monument must be set one and one half feet from the rear of the contiguous burial rights line and equidistant from the side lines.

The monument must face the abutting path or roadway.

19. MONUMENT AND MARKER CONSTRUCTION:

Reasonable care will be taken by the City to protect memorials from damage. The City however assumes no responsibility for damage in case of unintentional chipping or marking in the regular course of site care. All memorials are the private property of the purchaser.

A permit is required from the City before setting or erecting of any monument or marker. The monument/marker foundation order showing size and location must have the approval of the City prior to installation. All monument foundations will be installed by the City. The City will not be responsible for the loss to a Burial Rights Holder or dealer caused by rejection of any memorial where regular application for setting has been neglected or overlooked.

The City reserves the right to restrict the placing of monuments or markers on certain sites and such restriction may appear on the Certificate of Burial Rights and will be sold subject to such restrictions.

Unightly and ill proportioned memorial objects are prohibited. Raised lettering, appendages such as books, photos, porcelain pictures, or glass work are prohibited unless they are cast in bronze and used as a plate in the die of a monument or marker.

If a monument consists of a base and die, the City strongly advises that the base be left in the rough or rock face, it being less liable to damage or marking.

All material used in the construction of permanent site memorials must be of recognized durable granite or standard bronze. All other grades of marble, sandstone, slate, artificial stone, field stone, terra cotta, wood, iron or glass in any form will not be permitted.

The City reserves the right to stop any work in progress or under contract, which has not been approved by the City, when the materials, workmanship or design is not as represented. If necessary, the City may cause work to be removed, rebuilt or remodeled even after permit has been granted.

Identification of a monument manufacturer shall be permitted in the lower right hand corner of the un-inscribed surface of a monument. If there are names on both sides, no identification marking will be permitted.

20. MARKER:

Reasonable care will be taken by the City to protect memorials from damage. The City however assumes no responsibility for damage in case of unintentional chipping or marking in the regular course of site care. All memorials are the private property of the purchaser.

A permit is required from the City before the setting of any marker. The term "marker" shall mean a memorial object used to indicate the location of a particular gravesite. The term "double marker" and/or "companion marker" shall mean a memorial object used to indicate the location of two particular gravesites adjacent to each other.

The City permits "double markers" and/or "companion markers" but strongly advises against use of such markers on a site prior to the need to identify both deceased parties. These markers have an increased chance of damage when removed to make the second burial.

If more than one marker is placed on a multiple site, it is recommended they should conform in design, size, materials and style of lettering.

Marker Rules for Evergreen, Mt. Hope and North Cemeteries:

EVERGREEN:

Babyland	16" x 8" x 4" - Flush
	20" x 10" x 4" - Flush
	24" x 12" x 4" - Flush
#5 & #6	16" x 8" x 4" - Flush
	20" x 10" x 4" - Flush
	24" x 12" x 4" - Flush
Adult:	20" x 10" x 6" - Bevel
	24" x 12" x 6" - Bevel
Double:	36" x 12" x 6" - Bevel
	46" x 16" x 4" - Bevel

VA Bronze on granite:

	28" x 14" x 6" - Bevel
	28" x 16" x 6" - Bevel

MT. HOPE & NORTH Same as above

Slants:	24" x 10" x 14"
	24" x 10" x 16"

VA Bronze on granite:	28" x 10" x 14"
	28" x 10" x 16"

Double:	36" x 10" x 14"
	36" x 10" x 16"

Section L: 24" x 12" x 4" - Flush

(Mt. Hope) 36" x 12" x 4" - Flush

These measurements represent the size markers authorized by the City of Lansing. A family may however match any existing marker on the same burial rights site providing the marker being matched was in conformance with the cemetery rules when originally installed.

All newly installed markers shall be placed on a concrete foundation slab with a protective border not to exceed three inches (3") on all four sides of the marker and shall not exceed four inches (4") in thickness and according to specifications provided by the City.

Installation shall be done by memorial companies in accordance with cemetery procedures.

The family of a deceased veteran may secure from the Veteran's Administration an application form for the placement of a VA marker on the grave of the deceased.

21. MAUSOLEUMS OR VAULTS:

Mausoleums or vaults above ground and underground vaults covered above the ground by raised slabs are not permitted.

22. FUNERALS AND BURIALS:

All funerals, burials and cremation placements within the cemetery grounds are under the direction of the City.

Notice of funerals, with exact location of gravesite, time of burial, and any special requests must be given to the City at least eight (8) working hours in advance of the burial. ***In Winter months please contact the Cemetery office for notice and request advance of burials due to frozen grounds.*** A signed order is required for gravesite openings, and shall be executed at the time of payment by registered burial rights holder or his/her duly authorized agent.

The City will not assume responsibility for errors in opening gravesites when orders are given by telephone. Orders from the funeral home for the opening of gravesites will be construed as orders from the burial rights holder.

A burial arrival time must be no later than 3:00 p.m. on weekdays or 1:00 p.m. on Saturday. Funeral processions entering the cemetery after these times will be subject to an overtime charge. An invoice for these charges will be sent to the burial rights holder or authorized agent if not paid at time of the funeral.

A Burial Transit Permit is required except for cremations. The Burial Transit Permit shall be presented at the conclusion of the burial service to the Cemetery Office and be on file with the City.

As soon as flowers used at a funeral and left on a gravesite become unsightly, they will be removed. The City assumes no responsibility for their return to owners.

The possession of firearms within the cemetery grounds is forbidden, except that military or other organizations may carry arms for the purpose of firing a salute over the gravesite at the burial of a member. **PLEASE NOTIFY THE CEMETERY OFFICE OF INTENDED USE.**

When deemed necessary by the City or on request of a burial rights holder or his/her representative, a funeral zone may be established and properly marked and no one except persons attending the funeral will be permitted to trespass within its boundaries.

All graves will be opened and closed by the City.

The burial of two or more persons in one gravesite is not permitted, except: parent and infant if buried at the same time, or infant siblings buried at the same time, or multiple cremains with a standard burial or multiple cremains, upon approval of the City. A letter is also required from the burial rights holder. NOTE: ONLY ONE (1) MARKER IS PERMITTED PER GRAVESITE.

Use of a vault is required for all burials in Lansing Municipal cemeteries. The burial vault shall be of an approved material, and shall be of recognized quality, approved or certified by a licensed mortician. All cremated remains shall be contained in an urn of non-degradable material, subject to the approval of the City. Scattering of cremated remains is prohibited within any Municipal cemetery grounds.

Funerals pertaining to specific faiths are permitted to provide an inverse type of vault arrangement to act as a protection against decomposition of the body. Disinterment of any such burial shall be prohibited unless specifically ordered to do so by court ruling, and then only with the proper safety and health protection for employees.

Funeral services for inverse placement of vaults may be cordoned off to restrain those attending the service from potential injury until such time as the proper placement of the vault has been set in place. At that time the cordon shall be removed and the graveside service may continue.

23. REMOVALS AND DISINTERMENTS:

Disinterment of a body once properly buried shall not be made without approval of the City. Gravesites shall not be opened for inspection except for official investigation.

24. COLUMBARIUM RULES:

Each niche may contain two (2) standard size receptacles: 5 ½" x 5 ½" x 7". Other size receptacles will limit how many may; be interred in each niche.

A Memorial bronze marker may be attached with maximum size of 8 ½" wide by 6" high. Only one marker per niche is allowed. The marker may have a small vase attached with maximum height of 5 ½". **This is the only attachment allowed.** Marker will be centered on niche face.

Government markers are available through the Veteran's Office. The cemetery office will help coordinate the application. The owner/next of kin will be responsible for hiring a monument company to attach the marker.

Fresh flower bouquets may be placed in the planted area directly around the columbarium. These will be removed by cemetery staff when unsightly. No other objects such as balloons, windmills, chimes, pictures, etc may be place around or on the columbarium.

25. GENERAL USE RULES:

The hours from dawn to dusk will be set and posted for opening and closing of the cemetery and any person or persons who gain entrance or are found in the cemetery outside of the proper hours will be prosecuted as a trespasser or trespassers.

Persons entering the cemetery will be held responsible for any damage done to the cemetery properties by them, and are requested to observe the General Rules posted at the cemetery entrance.

Dogs, cats or other animals are not allowed on cemetery grounds and may be removed in such manner as may seem expedient.

The defacement of monuments, markers, gravesites or cemetery appurtenances whether intentional or otherwise, the removal of flowers, urns or any of the cemetery equipment without authority will be considered a misdemeanor and so treated.

The operator and/or owner of any vehicle will be held responsible for any damage done by the vehicle whether intentional or unintentional.

The speed limit on cemetery roads is established at 15 miles per hour.

Profane or boisterous language will not be tolerated and loiterers will not be permitted in the cemetery.

Gifts or tips to cemetery employees are not allowed.

Children must be accompanied by their parents or adults who will be responsible for their conduct in the cemetery.

CHECK WITH THE CEMETERY OFFICE FOR ANY RECENT RULE CHANGES.

The cemetery, although under City jurisdiction, will not be considered as public land in the sense that it is common property and subject to the whims of the public, but it is to be considered as holy ground dedicated to the peace and repose of the departed and subject to the consideration and respect of all who visit or own burial rights in the cemetery.

With such purpose in mind, the City of Lansing may establish rules whenever in its judgment the best interest and safety of the cemetery demands it and may cause to be ejected or arrested any person or persons deemed undesirable or dangerous to the peace and quiet of the cemetery.